

August 31, 2004

MEMORANDUM FOR: Chief Financial Officers/
Management & Budget Chiefs

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Fiscal Year (FY) 2004 Supplementary
Stewardship Information Requirements
ACTION MEMORANDUM

As part of the Chief Financial Officers' Act of 1990 and subsequent legislation, NOAA is required to report on its stewardship over certain resources entrusted to it and certain responsibilities assumed by NOAA that cannot be measured in traditional financial reports. Disclosure requirements for stewardship information are provided by the Office of Management and Budget (OMB) and within the Statements of Federal Financial Accounting Standards (SSFAS) Numbers 6, 8, and 16. The Department is requiring NOAA to provide this information for the FY 2004 Consolidated Departmental Financial Statements. We have attached a copy of OMB's disclosure requirements for supplementary stewardship reporting (Attachment I). We have also attached a copy of NOAA's June 30, 2004 Stewardship Reporting (Attachment II) to serve as a guide for reporting the stewardship information for September 30, 2004.

As you and your staff review the disclosure requirements, please submit the required data for the FY 2004 supplementary stewardship reporting back to the Finance Office no later than October 4, 2004. Due to departmental deadlines, time extensions cannot be granted.

Responses may be sent as follows:

By Mail: NOAA Finance Office
ATTN: Nancy Gates (OFA212)
CXX1 Building, Room 3125
20020 Century Blvd.
Germantown, MD 20874

By Fax: (301) 427-2040
ATTN: Nancy Gates

By E-Mail: Nancy.M.Gates@noaa.gov

To ensure completeness of the stewardship data it is necessary that we receive either a positive or negative consolidated reply from each NOAA Line/Staff Office. **Additionally, if your response contains information pertaining to Stewardship Property, Plant, and Equipment (PP&E), copies should be sent directly to Lynette Joynes, Logistics Staff, Personal Property Branch (OFA532). The Personal Property office will provide a consolidated response to the Finance Office.**

Your assistance and cooperation are greatly appreciated as we strive to meet Departmental deadlines. If you or your staff have any questions, please call Chuck Kilgore on (301)444-2101 or Nancy Gates on (301)444-2185.

Attachments

cc: OFA532 - Debra A. Pickerign
OFA532 - Brian Mason